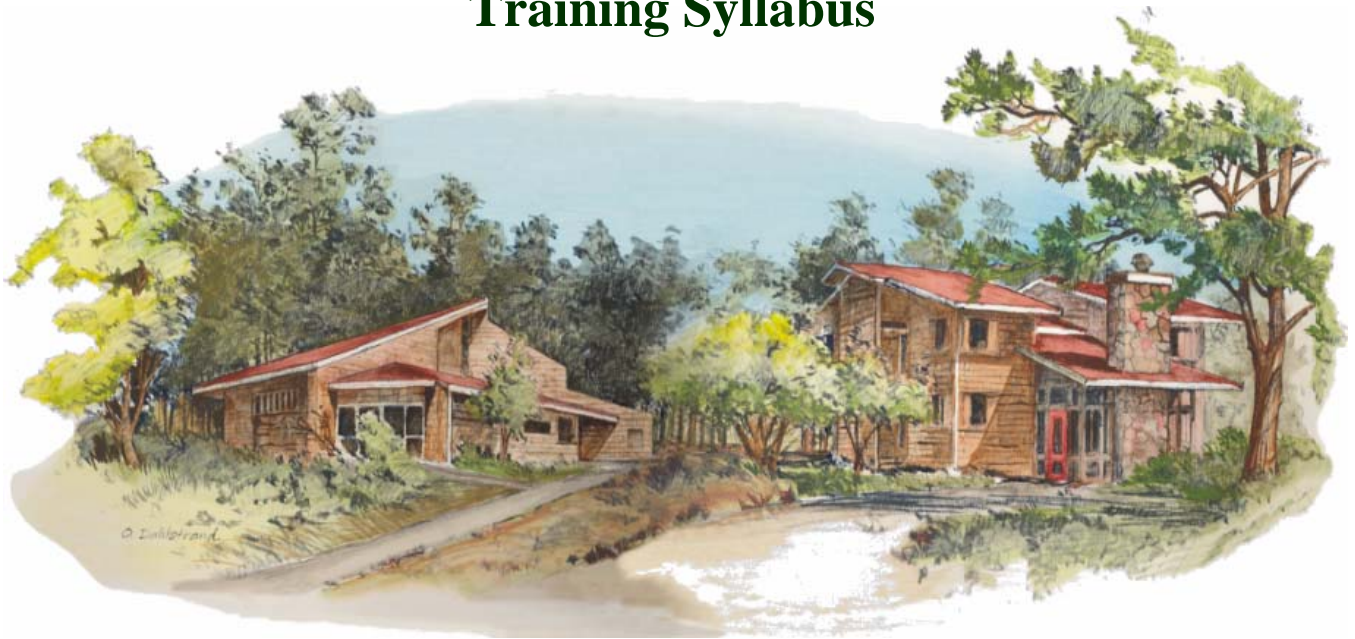


HEAVY EQUIPMENT MECHANIC

January 14-19, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: December 27, 2006

To: Supervisor

From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Heavy Equipment Mechanic Group 1

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green
Acting Department Training Officer

Attachment

cc: Participant

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Mission Statement Training Office

***The mission of the Training Office is to improve
organizational and individual performance through
consulting, collaboration, training and development.***

MOTT TRAINING CENTER STAFF

Michael Green.....Acting Department Training Officer
Joanne DanielsonTraining Specialist
Chuck Combs.....Training Specialist
Dave GalantiTraining Specialist
Sara SkinnerTraining Specialist
Michelle GardnerCadet Training Officer
Connie Breakfield.....Cadet Training Officer
Pat BostAssistant Program Coordinator
Pamela YaegerAssistant Program Coordinator
Bill SpencerAssistant Program Coordinator
Edith Alhambra.....Assistant Program Coordinator
Summer Kincaid.....Assistant Program Coordinator
Brian PetersenProgram Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
3. **TRAVEL:** Those who reside outside of the Sacramento area should arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent).

Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to or from the Sacramento International Airport.

4. **HOUSING:** Register at the Hawthorn Suites, 321 Bercut Drive, Sacramento, after 1500 on Sunday, January 14, 2007. Housing will be assigned to you on a single-room basis and will be available from 1500 on the date of arrival to 1200 on Friday, January 19, 2007. The Department has contracted with the Hawthorn Suites to provide for your room expenses during this program. No per diem allowance will be authorized. This does not preclude staying someplace else at your own expense. Please advise the Training Coordinator no later than two weeks before your scheduled arrival if you plan to stay at a different location. No animals are permitted in the motel. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. **MEALS:** Meals are arranged at the discretion of the participant. The Training Office will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to the Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
6. **CLOTHING:** Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions unless specified in the Program Attendance Checklist. Non-uniformed employees shall wear professional business attire.
7. **TRAINING LOCATION:** Most of the training for this program will occur at the West Sacramento Mobile Equipment Warehouse, 3930 Seaport Boulevard, Sacramento, CA.
8. **REGISTRATION:** When you arrive at Hawthorn Suites, go directly to the front desk at Hawthorn Suites for your room card and let them know you are with Department of Parks and Recreation.

9. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
10. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
12. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
13. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
14. **VEHICLES:** All vehicles should be parked in the lots adjacent to the lodging site. Any questions regarding use of a State vehicle while at Training should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at Training.
15. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
16. **COFFEE BREAK REFRESHMENTS:** Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training the following list is provided:

Prior to coming to the class:

___ Read and understand the Heavy Equipment Mechanic Syllabus prior to your arrival at training.

- ☐ Review the Post-Training Assignment with your supervisor. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.

Remember to bring the following with you to training:

- ☐ Program syllabus.
- ☐ Personal safety equipment (safety glasses, ear protection, gloves, work boots).
- ☐ Alarm clock, pens, pencils.

If you have questions or need assistance, call Program Coordinator Chuck Combs at (831) 649-7124 or email chuck@parks.ca.gov.

POST-TRAINING ASSIGNMENT

Ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

HEAVY EQUIPMENT MECHANIC SKILLS GROUP 1- JANUARY 14-19, 2007

LEAD INSTRUCTOR: Case Belltawn

Sunday January 14

1500-

REGISTRATION: *Check in at the Hawthorn Suites*

Special Notice: This program will be conducted at the West Sacramento Mobil Equipment Warehouse, 3930 Seaport Boulevard, Sacramento, California. Vans are available to transport you to and from Hawthorn Suites to the West Sacramento Mobile Equipment Warehouse. Vans will leave promptly at 0800 daily and return at 1700.

Monday January 15

0800-0830	Van Pool	
0830-0930	Orientation/Registration/Expectations	Combs
0930-1030	Fleet Program	Belltawn
1030-1100	CAMP and Equipment Repair	Ortiz
1100-1200	Safety in the Work Place	CAL-OSHA
1200-1300	Lunch	
1300-1630	Bendix Brakes	Henderson
1630-1700	Van Pool	

Tuesday January 16

0800-0830	Van Pool	
0830-1200	John Deere Construction Equipment (Backhoe)	Wiley
1200-1300	Lunch	
1300-1630	John Deere Construction Equipment (Excavator)	Wiley
1630-1700	Van Pool	

Wednesday January 17

0800-0830	Van Pool	
0830-1200	John Deere Construction Equipment (Grader)	Wiley
1200-1300	Lunch	
1300-1630	John Deere Construction Equipment (Dozer)	Wiley
1630-1700	Van Pool	

HEAVY EQUIPMENT MECHANIC SKILLS GROUP 1- JANUARY 14-19, 2007

LEAD INSTRUCTOR: Case Belltawn

Special Notice: This program will be conducted at the West Sacramento Mobil Equipment Warehouse, 3930 Seaport Boulevard, Sacramento, California. Vans are available to transport you to and from Hawthorn Suites to the West Sacramento Mobile Equipment Warehouse. Vans will leave promptly at 0800 daily and return at 1700.

Thursday January 18

0800-0830	Van Pool	
0830-1200	International	Barnes
1200-1300	Lunch	
1300-1700	International	Barnes
1630-1700	Van Pool	

Friday January 19

0800-0830	Check out of Hawthorn Suites	All
0830-1100	Allison Transmission	Pasquetty
1100-1200	Review, Updates, and Evaluations	Combs

HEAVY EQUIPMENT MECHANIC SKILLS TRAINING PROGRAM

36 HOURS

PROGRAM OUTLINE

HOURS

<u>ORIENTATION</u>	2.0
Program Overview and MPC Registration.....	
Expectations.....	
<u>SAFETY IN THE WORKSPACE</u>	2.0
Material Handling and Storage	
Tool Care	
<u>EQUIPMENT MAINTENANCE, DIAGNOSTICS, AND REPAIR</u>	28.0
John Deere.....	
Allison Transmission	
Bendix Brakes	
International	
<u>RELATED TOPICS</u>	2.0
Planning and Safety	
Record Keeping	
<u>REVIEWS</u>	1.5
<u>PROGRAM EVALUATION</u>	0.5
TOTAL HOURS	36.0

HEAVY EQUIPMENT MECHANIC SKILLS

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the Program Coordinator and Instructor. The group will share expectations for the training program.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure and evaluation processes.
2. Adhere to all training guidelines.
3. Review expectations.

FLEET PROGRAM

Purpose: To provide an in depth introduction to the Department's Fleet Program as it relates to Automotive and Heavy Equipment Repair.

Performance Objectives: By the close of the session the participant will

1. Review and understand Department policies on Vehicles and Heavy Equipment.
2. Demonstrate the importance of developing a positive working relationship with Automotive Inspectors.
3. Identify and make evaluations for vehicle and equipment for replacement.
4. Utilize a systematic approach to scheduling and tracking of repairs and PMs.

SAFETY

Purpose: To develop and instill into participants the need for shop and personal safety in the shop area and in temporary work locations when vehicles and equipment are repaired in the field.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the ability to identify safety concerns in shop and work areas.
2. Review of CAL-OSHA requirements for lifts, air compressors, and other equipment.

3. Identify and understand rules and regulations of Hazardous Materials storage, use of Material Safety Data Sheets.
4. Review personal protection equipment and the locations to use this equipment.

BENDIX BRAKES

Purpose: To provide a thorough introduction to diagnostics of Bendix ABS brake systems.

Performance Objectives: By the close of the session the participant will

1. Identify basic components of an ABS brake system.
2. Demonstrate the ability to extract fault codes on a vehicle's ECU.
3. Properly trace and diagnose each fault code.
4. Review servicing techniques for the ABS systems.
5. After an introductory session discuss Disc-Air brakes systems.

JOHN DEERE CONSTRUCTION

Purpose: To provide a thorough introduction to trouble shooting skills which enable the technicians to diagnose and repair basic pieces of construction equipment.

Performance Objectives: By the close of the session the participant will

1. Identify the basic components of construction equipment and the onboard computers.
2. Identify hydraulic circuits and take proper pressure readings.
3. Adjust hydraulic pressure to proper setting.
4. Diagnose electronic engine parameters and repairs.
5. Trace hydraulic circuit failures throughout the control systems.
6. Locate chassis fault codes tracing and diagnostics.
7. Reset hydraulic circuits and overrides.

INTERNATIONAL

Purpose: To provide a thorough introduction and overview into International Truck Chassis electronics and engine diagnostics.

Performance Objectives: By the close of the session the participant will

1. Be introduced to the new Multiplexing wiring system on the chassis electrical system.
2. Demonstrate the ability to program standard switches to operate electrical outputs from the control modules with multi-plexing.
3. Review maintenance of the new emission systems, such as particulate traps and filters.
4. Diagnose procedures for standard chassis repairs.
5. Trace engine diagnostic codes.

ALLISON TRANSMISSION

Purpose: To provide a thorough overview of the Allison Transmission servicing requirements and diagnostics.

Performance Objectives: By the close of the session the participant will

1. Identify proper fluid types for each type of Allison Transmission.
2. Service Allison Transmissions and identify special procedures required.
3. Review the various failure Code Diagnostics and limp home shifting modes.
4. Typical transmission repairs and servicing.

LOCATION MAP

